## AMENDMENT REQUEST

## **Utah State Board of Education**

The Utah State Charter School Board (SCSB) is charged with authorizing, monitoring, evaluating, and dismissing charters of public schools in Utah. Its work is under the direct supervision of the Utah State Board of Education (USBE) per Utah Code 53A-1a-501.5.

1.	Charter School	Mountainville Academ	ıy	
2.	Street Address	195 S. Main St.		Phone 801-756-9805
3.	CityAlpino	<u>e</u>	County	Utah
4.	This is a school locat	ed in an area: ( ) Rural	(X)	) Urban
5.	Chief School Officer	Emma Bullock		Phone 801-756-9805
6.	The Charter school is	s located in which school district	t?	Alpine
7.	List or attach all spor	nsors and/or founders of the char	rter school;	
See A	Attachment #2			
8.	List or attach all duly	elected, current board directors	of the scho	ol:
Jenr	nifer Moulder (Chair)	Jack Garzella (Vice Chair)	<u>Volk</u>	mar Nitz (Treasurer)
Mac	e Sims	Thomas Whitchurch (Secreta	ry)	
Linc	da Seeley	Mary Given		

1

Requested amendment to charter.

9.

We present for the consideration of the Utah State Charter School Board an amendment to the Mountainville Academy charter, a summary of which is provided below. The primary purpose of the amendment request is to implement desired changes to the Organizational Structure and Governing Body, however in the process of reconciling these amendments throughout the charter we found other areas that would benefit from editorial adjustments to provide more clarity of intent or adaptability to changes in statute. An explanation of all the changes requested is as follows:

**Part 6: Organizational Structure and Governing Body** – In an effort to improve board governance, a year and half ago the MA Board of Trustees received charter school governance training taught by nationally recognized Marci Cornell-Feist. Since that time the Board has been increasingly studying the principles of effective charter school governance and implementing some recommended changes, especially in terms of board size, composition, and structure. We believe the changes outlined in this section will strengthen our board and help us further achieve the mission and vision of the school for our students and families.

The Board of Trustees, the FSO (Parent Organization), the SAC (School Administrative Committee), Director, and advisors have been working hard to define roles and responsibilities, and streamline the effectiveness of the different organizational bodies. Changes in this section reflect those efforts, the most significant change being the removal of the School Administrative Committee. Since Mountainville Academy's opening, this committee has struggled to find its place and in many respects has duplicated roles with the Board, the FSO and Director. We request that all references to the School Administrative Committee (and SAC) in this section and throughout the Mountainville Academy charter be removed or replaced as indicated in redline.

The MA Board of Trustees also seeks to expand from a specified number of seven board members to allow for a range of not less than four (4) and not more than nine (9) trustees. The Board also seeks to change the composition of the board through the addition of the Family School Organization (FSO) Chair as a voting member.

**Part 8: Articles of Incorporation and By-laws** – A copy of the school's new by-laws, approved by both the Board of Trustees and the parent membership, is provided. The new by-laws reflect the changes to the Organizational Structure and Governing Body as described above, as well as more clearly defined roles, responsibilities and authority for the Board of Trustees, Parent Organization, and School Leader.

**Part 9: Admission, Dismissal and Suspension Procedures** – Given that laws and rules regarding admission and preferential enrollment have been subject to change, this section was modified to include more adaptable language in order to remain in compliance not only with current statute but with any future statute modifications. Additionally, with changing times and advancements in technology, having the flexibility to choose the most current and effective modes of advertisement from year to year rather than specifically listed ones would be of greater benefit to the school.

This section also contained a redundancy regarding the percentage of founder's children preference, which we would like to remove.

Attachment C – Defined purposes; Part 4: Comprehensive Program of Instruction; Part 10: Review of Complaints Procedures; Part 11: Parental Involvement; Part 14: Teacher Qualifications; Part 16: Administrative and Supervisory Services; Part 17: Fiscal Procedures, Part 19: Employee Evaluation – Amendments in these sections are editorial in nature to keep terms consistent throughout the charter, or perhaps clarify intent or define roles more clearly and/or modify language to allow for adaptability in various circumstances.

**Part 25: Utah State Retirement** –The school will NOT participate in Utah Retirement System. The budget approved with the charter designated a 401K plan for retirement rather than Utah State Retirement.

Attachment B: Founding Council Members – During our amendment request in 2007 to increase enrollment, we noticed that a name had been inadvertently omitted from the Founding Council list. The amendment was not granted at that time and the name has remained unlisted, which we would like to rectify. Although it is unlikely that it will be necessary for the family to exercise founding council preference in the future, the founding parent worked diligently during the founding phase as part of our curriculum committee and should receive the full benefit of her work. Records of volunteer hours during the founding phase are not readily available, however if necessary we would be happy to supply affidavits from fellow curriculum committee members and founding board members to validate her contribution.

## 10. a) Summary description of charter school:

Mountainville Academy is a K-8 academically challenging charter school that concentrates on fluency and proficiency in Language Arts and Mathematics. In a general sense, the school follows a classical approach and utilizes proven curriculum programs, including the Core Knowledge Sequence, Saxon Math and Direct Instruction method. The academic program is balanced and enhanced by positive character development, foreign language, fine arts, and a special focus on history and appreciation of heritage.

b) How many students will the charter school serve and what grades?

Mountainville Academy currently is chartered to serve 675 students in grades K-8. We have received approval to include 9<sup>th</sup> grade and add seventy-five (75) 9<sup>th</sup> grade students for a total of 750 students in the 2011-2012 school year

c) The charter school's current grade configuration is:

The school grade configuration is targeted at three classes of 25 students per grade for Kindergarten through 8<sup>th</sup> grade. The elementary grades are defined as grades K-5, and the

middle school is defined as grades 6-8. In 2011-2010 we will add  $9^{th}$  grade to our middle school.

d) Does the charter school's grade configuration align with the local school district configuration?

With the previously approved 9<sup>th</sup> grade addition, we will align with the local school district configuration.

e) Percentage of minority students at charter school:

There are 10% minority students at Mountainville Academy, with 65 minorities and total of 652 students.

f) Percentage of special education students at charter school:

We have approximately 10% special education students. The specific numbers as of October 2009 are 65 special education students out of a total of about 652 students.

- g) additional information:
- 11. What makes this school unique or needed?

Mountainville Academy is located in an area where history and heritage are held in high regard, and where parents place particular emphasis on academic achievement and personal excellence. By using programs such as "The Leader in Me" and "7 Habits" we are creating a highly positive culture and motivated student body. Mountainville Academy embraces these ideals by concentrating on an educational environment that is academically rigorous, where children are actively engaged in the learning process and focused on the mastery of basic skills through programs that are specific, challenging and effective. In addition, the school fosters an environment of integrity, personal responsibility and respect for others; provides a well-rounded education through a broad range of historical, scientific and cultural topics; and provides smaller class sizes and teachers in partnership with parents. Mountainville Academy also places great value in helping students realize and appreciate the rich heritage they benefit from today, and has integrated elements of local history into the school environment.

12. Is the schools' curriculum fully aligned with the Utah State Core Curriculum? If not, in what areas does the school deviate from the Core?

Yes. Mountainville Academy utilizes the curriculum guide "The Core Knowledge Sequence". The sequence has been aligned with the Utah State Core Curriculum, and will continue to undergo evaluation to ensure alignment with any changes to the Utah State Core.

13. How does the school address the needs of students with disabilities who will need Special Education services?

Currently we are using ability grouping to create the least restrictive environment possible. This minimizes the need for remediation and specifically addresses the needs of slower learners as well as more gifted learners. We are also very committed to those children with more specific needs and their unique abilities are being addressed and encouraged through providing a continuum of services. In accordance with these ideals, we provide certified special education teachers and paraprofessionals. Any additional services that we are unable to provide in house are privately contracted to assure that needs are met. We also provide seminars and training to ensure that all teachers are aware of and understand the needs and requirements of special education students. We periodically have informational and instructional lectures for parents, and students if appropriate, to encourage suitable ways to embrace the needs of the student and encourage growth and excellence.

14. Provide a copy of current school year budget and projected budget with amendments.

Please see the proposed budget below. Minor amendments will occur based on actual enrollment numbers and other emergent financial information.

8C Mountainville Academy		FINAL
CHARTER SCHOOL	ACTUAL	BUDGET
	FY 2009	FY 2010

EVENUES			
00 REVENUES FROM LOCAL SOURCES			
	Local Governmental Units Other		
1200	Than LEAs		
1310	Tuition From Pupils or Parents		8,000
	Tuition from Other LEAs Within		5,000
1320	the State		
	Tuition From Other LEAs Outside		
1330	the State		
	Transportation Fees From Pupils		
1410	or Parents		
	Transportation Fees From Other		
1420	LEAs Within the State		
1.420	Transportation Fees From Other		
1430	LEAs Outside the State		
1500	Earnings on Investments	6	5,000
1610	Sales to Students (CNP)		
1620	Sales to Adults (CNP)		
1630	Other Revenues CNP		
1700	Student Activities	20,034	58,000
1700	Other Revenues From Local	20,034	36,000
1900	Sources		
1910	Rentals		
1710	Contributions and Donations from		
1920	Private Sources/Foundation	97,156	15,000
1930		.,	- ,
1940	Textbooks (Sales and Rentals)		
	Other Revenues From Other		
1950	School Districts		1
	Other Revenues from Other Local		
1960	Governments		

198		Refunds of Prior Year Expenditures		
199		Miscellaneous		
TO	TAL REVENUES FROM LOCAL	Misceraneous	117 104	0<000
SO	URCES		117,196	86,000
000 REVENUES FROM	STATE SOURCES			
		Minimum School Programs (From District Summary-Final)		
		Regular Basic Programs		
301	0	Regular School Program K-12	1,265,843	1,505,053
302	0	Professional Staff	52,617	58,696
_ 302	5	Administrative Costs	66,000	
		Restricted Basic Programs		
310	5	Special Education Add-On	218,630	211,487
311	0	Special Education Self- Contained	9,893	7,731
311		Pre-School Handicapped	,,,,,,,	,,,,,,
312	0	Extended Year Program Severely Disabled	2,754	2,534
		Special Education State	2,731	2,331
312	5	Programs  Career & Technology Ed		
315	5	Add-On  Career & Technology Ed Set-		
316	0	Aside		
323	0	Class Size Reduction (State Funds)	149,943	147,796
			2.7,7.10	
		TOTAL BASIC SCHOOL		
		PROGRAM GENERATED Other Minimum School	1,765,680	1,933,297
		Programs		
321	1	Programs  Gifted and Talented	2,643	2,131
321	2		2,643	2,131
	2	Gifted and Talented	2,643	2,131
321	2 3	Gifted and Talented Advanced Placement Concurrent Enrollment At-Risk Student Program	2,643	2,131
321 321	2 3 5	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and		
321 321 321	2 3 5 8	Gifted and Talented Advanced Placement Concurrent Enrollment At-Risk Student Program	4,470	3,801
321 321 321 321 321 322	2 3 5 8 9	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention	4,470	3,801
321 321 321 321 321	2 3 5 8 9	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA	4,470	3,801
321 321 321 321 321 322	2 3 5 8 9 0	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention	4,470	3,801
321 321 321 321 321 322 322	2 3 5 8 9 0 .1	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention At-Risk Youth-in-Custody  Quality Teaching Block Grant Local Discretionary Block Grant	4,470 192	3,801
321 321 321 321 322 322 322	2 3 5 8 9 0 0 1 1 5	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention At-Risk Youth-in-Custody  Quality Teaching Block Grant	4,470 192 85,726	3,801
321 321 321 321 322 322 325 326	2 3 5 8 9 0 0 .1 5	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention At-Risk Youth-in-Custody  Quality Teaching Block Grant Local Discretionary Block Grant Interventions for Student Success Block Grant	4,470 192 85,726 13,527 15,239	3,801 59 12,029
321 321 321 321 321 322 322 325	2 3 5 8 9 0 0 .1 5 0 0	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention At-Risk Youth-in-Custody Quality Teaching Block Grant Local Discretionary Block Grant Interventions for Student	4,470 192 85,726 13,527	3,801
321 321 321 321 322 322 325 326 327 340	2 3 5 8 9 0 0 1 5 0 0 0 0 5 5	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention At-Risk Youth-in-Custody Quality Teaching Block Grant Local Discretionary Block Grant Interventions for Student Success Block Grant Success Block Grant	4,470 192 85,726 13,527 15,239	3,801 59 12,029
321 321 321 321 322 322 325 326 327 340 341	2 3 5 8 9 0 0 1 5 0 0 0 0 0 5 5 3	Gifted and Talented Advanced Placement Concurrent Enrollment  At-Risk Student Program At-Risk Homeless and Minority At-Risk MESA At-Risk Gang Prevention At-Risk Youth-in-Custody  Quality Teaching Block Grant  Local Discretionary Block Grant Interventions for Student Success Block Grant  Social Security and Retirement Pupil Transportation	4,470 192 85,726 13,527 15,239	3,801 59 12,029

		1	
3520	School Land Trust Program	32,752	27,625
3521	Electronic High School		
3555	Voted Leeway	1,162,869	
3560	Board Leeway		
3805	K-3 Reading Achievement	28,427	22,382
3522	Job Enhancement		
3867	Charter School Local Replacement	-	937,950
<u></u>	TOTAL MINIMUM SCHOOL PROGRAM GENERATED	3,481,012	3,111,971
	TOTAL STATE SUPPORT AMOUNT *	3,481,012	3,111,971
	Other State Sources		
3650	Capital Outlay Foundation		
3700	Other Revenues From State Sources (Non-MSP)	1,714	
3770	School Lunch		
3866	Charter School Startup (New in FY06)		
_ 3800	Supplemental / Other Bills	-	249,190
2000	Revenues From Other State		
3900	Agencies	1	
TOTAL REVENUES FROM STATE SOURCES		3,482,726	3,361,161

 $<sup>*\</sup> Actual\ \underline{Total\ State\ Support\ Amount}\ should\ correspond\ with\ amount\ reported\ on\ the\ \underline{District\ Summary-Final}\ for\ the\ year$ 

SOURCES		338,476	349,650
TOTAL REVENUES FROM FEDERAL		220 457	240 (50
4661	ARRA Programs		236,287
4800	No Child Left Behind (NCLB)	26,636	856
4700	Federal Received Through Other Agencies		
4600	Other Restricted Federal Through State	212,124	
4590	Donated Commodities (CNP)		
4574	Breakfast Reimbursement		
4520	Programs for the Disabled (IDEA)	99,716	110,555
4500	Restricted Federal Through State		1,952
4300	Restricted Revenue Direct From Federal		
4200	Unrestricted Federal Revenue Through State		
4572	Lunch Reimbursement (Free & Reduced Meals)		
4571	Lunch Reimbursement		

## **EXPENDITURES**

1000 INSTRUCTION			
131	Salaries - Teachers	1,247,469	1,075,000
132	Salaries - Substitute Teachers		
161	Salaries - Teacher Aides and Paraprofessionals	258,226	137,057
			137,037
100	Salaries - All Other	5,000	
-	Total Salaries (100)	1,510,695	1,212,057
210	Retirement	35,629	32,221
220	Social Security	108,628	95,341
240	Insurance (Health/Dental/Life)	183,360	242,148
_200	Other Benefits	4,173	37,913
	Total Benefits (200)	331,790	407,623
200	Purchased Professional and		Ź
300 400	Technical Services Purchased Property Services	73,351	50,308
500	Other Purchased Services Tuition to Other School Districts	1,968	9,373
561	Within the State		
562	Tuition to Other School Districts Outside the State		
563	Tuition to Private Schools		
-	Tuition to Educational Service		
564	Agencies Within the State Tuition to Educational Service		
565	Agencies Outside the State		
566	Tuition to Charter Schools		
567	Tuition to School Districts for Voucher Payments		
569	TuitionOther		
	Total Other Purchased Services		
	(500)	1,968	9,373
600	Supplies	99,375	19,524
641	Textbooks	44,747	55,000
	Total Supplies (600)	144,122	74,524
700	Property (Instructional Equipment)	58,547	29,839
800	Other Objects	545	1,562
810	Dues and Fees	1	-,
	Total Other Objects (800)	545	1,562
TOTAL INSTRUCTION (1000)	20000 0 0000 0 0000/	2,121,018	1,785,286
TOTAL ENGINEERION (1000)		2,121,010	1,705,200
2000 SUPPORT SERVICES			
2100 SUPPORT SERVICES - STUDENTS			
141	Salaries - Attendance and Social Work Personnel		
142	Salaries - Guidance Personnel		
	Salaries - Health Services		
143	Personnel	26,649	4,000
144	Salaries - Psychological Personnel		
152	Salaries - Secretarial and Clerical		

100	Salaries - All Other	9,267	16,000
	Total Salaries (100)	35,916	20,000
_ 210	Retirement	850	532
_ 220	Social Security	2,591	1,573
_ 240	Insurance (Health/Dental/Life)	4,374	3,996
_ 200	Other Benefits	99	626
	Total Benefits (200)	7,914	6,727
300	Purchased Professional and Technical Services		1,178
400	Purchased Property Services		
500	Other Purchased Services		155
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	-	155
600	Supplies	208	640
_700	Property		492
800	Other Objects		2,026
810	Dues and Fees		
	Total Other Objects (800)	-	2,026
TOTAL STUDENTS (2100)		44,038	31,218
2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF			
	Salaries - Supervisors & Directors		
133	Salaries - Sabbatical Leave		
	Salaries - Media Personnel -	34 947	34 744
145	Salaries - Media Personnel - Certificated	34,947	34,744
	Salaries - Media Personnel -	34,947	34,744
145 152	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel -	34,947	34,744
145 152 162	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated.	34,947 34,947	34,744
145 152 162	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other		
145 152 162 100	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other Total Salaries (100)	34,947	34,744
145 152 162 100	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other Total Salaries (100) Retirement	<b>34,947</b> 827	<b>34,744</b> 924
145 152 162 100 210 220	Salaries - Media Personnel - Certificated  Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated.  Salaries - All Other  Total Salaries (100)  Retirement  Social Security	34,947 827 2,521	34,744 924 2,733
145 152 162 100 210 220 240	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other  Total Salaries (100)  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits  Total Benefits (200)	34,947 827 2,521 4,256	34,744 924 2,733 6,941
145 152 162 100 210 220 240	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other Total Salaries (100)  Retirement Social Security Insurance (Health/Dental/Life) Other Benefits	34,947 827 2,521 4,256 97	34,744 924 2,733 6,941 1,087
145 152 162 100 210 220 240 200	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other  Total Salaries (100)  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits  Total Benefits (200)  Purchased Professional and	34,947 827 2,521 4,256 97	34,744 924 2,733 6,941 1,087 11,685
145 152 162 100 210 220 240 200	Salaries - Media Personnel - Certificated Salaries - Secretarial and Clerical Salaries - Media Personnel - Noncertificated. Salaries - All Other Total Salaries (100)  Retirement Social Security Insurance (Health/Dental/Life) Other Benefits Total Benefits (200) Purchased Professional and Technical Services	34,947 827 2,521 4,256 97	34,744 924 2,733 6,941 1,087 11,685

	TOTAL SCHOOL-WIDE ADMINISTRATION	ON (2300)	438	234,216
		Total Other Objects (800)	-	7,684
	810	Dues and Fees		.,
	800	Other Objects		7,684
	700	Property		1,600
	600	(500) Supplies	438	<b>26,063</b> 2,581
	3/2	Total Other Purchased Services		26.062
	592	Services Purchased From Another District Outside the State		
	591	Services Purchased From Another District Within the State		
	500	Other Purchased Services		26,063
	400	Purchased Property Services		
	300	Purchased Professional and Technical Services		109,428
		Total Benefits (200)	-	21,860
	200	Other Benefits		2,033
	240	Insurance (Health/Dental/Life)		12,986
	220	Social Security		5,113
	210	Retirement		1,728
		Total Salaries (100)	-	65,000
	100	Salaries - All Other		
	152	Salaries - Secretarial and Clerical		ĺ
	115	Salaries - Supervisors and Directors		65,000
SUU SUPPURT	SERVICES - SCHOOL WIDE ADMINISTRATION  110	Salaries - Board and Administration		
200 STIDDODT	SEDVICES SCHOOL WIDE ADMINISTRATION			
	TOTAL INSTRUCTIONAL STAFF (2200)		44,657	109,257
		Total Other Objects (800)	-	5,545
	810	Dues and Fees		- 1- 1-
	800	Other Objects		5,545
	_700	Property		855
		Total Supplies (600)	2,009	4,113
	660	Audio Visual Materials		
	650	Periodicals		
	644	Library Books	2,009	3,000
	600	Supplies		1,113
		(500)	-	269
	592	Services Purchased From Another District Outside the State Total Other Purchased Services		

	121	Salaries - Principals and Assistants	106,563	100,000
	152	Salaries - Secretarial and Clerical	46,028	55,000
	100	Salaries - All Other		
		Total Salaries (100)	152,591	155,000
	210	Retirement	3,611	4,121
	220	Social Security	11,009	12,192
	240	Insurance (Health/Dental/Life)	18,582	30,966
	200	Other Benefits	423	4,848
		Total Benefits (200)	33,625	52,127
	200	Purchased Professional and	20,020	
	300 400	Technical Services Purchased Property Services		9,128
				4
		Other Purchased Services Services Purchased From Another District Within the State	5,194	1,199
	592	Services Purchased From Another District Outside the State		
		Total Other Purchased Services (500)	5,194	1,199
	600	Supplies	9,969	5,463
	700	Property		3,816
	800	Other Objects		53,200
	800 810	Other Objects  Dues and Fees	4,500	53,200
	-		4,500 <b>4,500</b>	53,200 53,200
	-	Dues and Fees  Total Other Objects (800)		
	TOTAL SCHOOL ADMIN	Dues and Fees  Total Other Objects (800)	4,500	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN RT SERVICES - CENTRAL	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)	4,500	53,200
500 SUPPOF	810  TOTAL SCHOOL ADMIN RT SERVICES - CENTRAL 100	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries	4,500	53,200
500 SUPPOI	TOTAL SCHOOL ADMIN RT SERVICES - CENTRAL 100 210	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement	4,500	53,200
00 SUPPOR	TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100  210  220	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement Social Security	4,500	53,200
00 SUPPOF	TOTAL SCHOOL ADMIN RT SERVICES - CENTRAL 100 210	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement	4,500	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100  210  220  240	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits	4,500 205,879	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100  210  220  240  200	Dues and Fees  Total Other Objects (800)  SISTRATION (2400)  Salaries  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits  Total Benefits (200)  Purchased Professional and	4,500 205,879	53,200
500 SUPPOF	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200 300	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement Social Security Insurance (Health/Dental/Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services	4,500 205,879	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100  210  220  240  200  300  400	Dues and Fees  Total Other Objects (800)  SISTRATION (2400)  Salaries  Retirement Social Security Insurance (Health/Dental/Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services	4,500 205,879 - 100,100	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200 300	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries Retirement Social Security Insurance (Health/Dental/Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services	4,500 205,879	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100  210  220  240  200  300  400	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries Retirement Social Security Insurance (Health/Dental/Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services  Other Purchased Services Services Purchased From Another District Within the State	4,500 205,879 - 100,100	53,200
500 SUPPOF	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200  300 400 500	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement  Social Security  Insurance (Health/Dental/Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services  Other Purchased Services  Services Purchased From Another District Within the State  Services Purchased From Another District Outside the State	4,500 205,879 - 100,100	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200  300 400 500 591	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits  Total Benefits (200)  Purchased Professional and Technical Services  Purchased Property Services  Other Purchased Services  Services Purchased From Another District Within the State  Services Purchased From Another District Outside the State  Total Other Purchased Services	- 100,100 15,930	53,200
500 SUPPOI	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200  300 400 500 591	Dues and Fees  Total Other Objects (800)  SISTRATION (2400)  Salaries Retirement Social Security Insurance (Health/Dental/Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services Services Purchased From Another District Within the State Services Purchased From Another District Outside the State Total Other Purchased Services (500)	4,500 205,879 - 100,100	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200  300 400 500 591 592	Dues and Fees  Total Other Objects (800)  NISTRATION (2400)  Salaries  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits  Total Benefits (200)  Purchased Professional and Technical Services  Purchased Property Services  Other Purchased Services  Services Purchased From Another District Within the State  Services Purchased From Another District Outside the State  Total Other Purchased Services	- 100,100 15,930	53,200
500 SUPPOR	810  TOTAL SCHOOL ADMIN  RT SERVICES - CENTRAL  100 210 220 240 200  300 400 500 591 592	Dues and Fees  Total Other Objects (800)  SISTRATION (2400)  Salaries  Retirement  Social Security  Insurance (Health/Dental/Life)  Other Benefits  Total Benefits (200)  Purchased Professional and Technical Services  Purchased Property Services  Other Purchased Services  Services Purchased From Another District Within the State  Services Purchased From Another District Outside the State  Total Other Purchased Services (500)  Supplies	- 100,100 15,930	53,200

	Total Other Objects (800)	182	_
TOTAL CENTRAL (2500)		116,212	-
2600 SUPPORT SERVICES - OPERATION AND MAINTENAN 180	Salaries - Operation and Maintenance		59,885
100	Salaries - All Other	51,059	
	Total Salaries (100)	51,059	59,885
210	Retirement	1,208	1,592
220	Social Security	3,684	4,711
240	Insurance (Health/Dental/Life)	6,218	11,964
200	Other Benefits	142	1,873
	Total Benefits (200)	11,252	20,140
300	Purchased Professional and Technical Services	11,202	3,527
_ 400	Purchased Property Services	1,057,198	1,050,975
500	Other Purchased Services	15,296	20,908
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State Total Other Purchased Services		
	(500)	15,296	20,908
600	Supplies	66,475	74,018
700	Property	896	1,474
800	Other Objects		48,077
_810	Dues and Fees		
TOTAL ONE ATVOLANDA AND MAINTEN	Total Other Objects (800)	1 202 177	48,077
TOTAL OPERATION AND MAINTEN	ANCE OF FACILITIES (2600)	1,202,176	1,279,004
2700 SUPPORT SERVICES - STUDENT TRANSPORTATION			
152 171	Salaries - Secretarial and Clerical Salaries - Supervisors		
172	Salaries - Bus Drivers Salaries - Mechanics and Other	2,650	5,000
_173	Garage Employees		
_ 174	Salaries - Other (Trainers, etc.)		
	Total Salaries (100)	2,650	5,000
210	Retirement		133
_220	Social Security	190	393
_ 240	Insurance (Health / Accident / Life)		999
200	Other Benefits	7	156
	Total Benefits (200)	197	1,681

1	400	Purchased Property Services		
		Services from Other LEAs (In		
	511	State) Services from Other LEAs (Out of		
	512	State)		
	513	Commercial		10,294
	514	Student Allowance		
	515	Payments in Lieu of Transportation - Subsistence		
		Payments of Mileage in Lieu of		
	516	Bus (Dead Miles)		
	521	Property Insurance		
	522	Liability Insurance Communications (Telephone and		
	530	Other)		
	580	Travel / Per Diem		39
	591	Services Purchased From Another District Within the State		
		Services Purchased From Another		
	592	District Outside the State  Total Other Purchased Services		
		(500)	-	10,333
	624	Motor Fuel		
	625	Natural Gas		
	626	Electricity		
	600	Other Supplies	6,774	290
		Total Supplies (600)	6,774	290
	730	Equipment		
	732	School Buses		
		Total Property (700)	_	_
	890	Miscellaneous Expenditures		
	891	Training		
		•		
	-	Total Other Objects (800)	-	-
	TOTAL STUDENT TRANSPORT	ΓΑΤΙΟΝ (2700)	9,621	17,304
2000 OTHER	CLIDDODT CEDVICEC			
2900 OTHER	SUPPORT SERVICES	Soloriae		
2900 OTHER	100	Salaries Retirement		
2900 OTHER	100 210	Retirement		
2900 OTHER	100 210 220	Retirement Social Security Insurance (Health / Accident /		
2900 OTHER	100 210 220 240	Retirement Social Security Insurance (Health / Accident / Life)		
2900 OTHER	100 210 220	Retirement Social Security Insurance (Health / Accident /		
2900 OTHER	100 210 220 240	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits Total Benefits (200)	-	
2900 OTHER	100 210 220 240 200	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and	-	-
2900 OTHER	100 210 220 240 200	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services	-	-
2900 OTHER	100 210 220 240 200 300 400	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services	-	-
2900 OTHER	100 210 220 240 200 300 400 500	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services Services Purchased From Another	-	-
2900 OTHER	100 210 220 240 200 300 400 500	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services Services Purchased From Another District Within the State Services Purchased From Another	-	-
2900 OTHER	100 210 220 240 200 300 400 500	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services Services Purchased From Another District Within the State	-	-
2900 OTHER	100 210 220 240 200 300 400 500 591	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services Services Purchased From Another District Within the State Services Purchased From Another District Outside the State Total Other Purchased Services (500)	-	-
2900 OTHER	100 210 220 240 200 300 400 500	Retirement Social Security Insurance (Health / Accident / Life) Other Benefits  Total Benefits (200) Purchased Professional and Technical Services Purchased Property Services Other Purchased Services Services Purchased From Another District Within the State Services Purchased From Another District Outside the State Total Other Purchased Services	-	-

	800	Other Objects		
	810	Dues and Fees		
		Total Other Objects (800)	-	-
	TOTAL OTHER SUPPORT (2900)		_	_
	TOTAL SUPPORT SERVICES (2000)		1,623,021	1,950,932
3100 FOOD SEI	RVICES			
	100	Salaries		
	210	Retirement		
	_ 220	Social Security		
	240	Insurance (Health/Dental/Life)		
	200	Other Benefits		
		Total Benefits (200)	_	_
	300	Purchased Professional and Technical Services		
	400	Purchased Property Services		
	500	Other Purchased Services		
	600	Non-Food Supplies		
	630	Food		
		Total Supplies (600)	-	-
	700	Property		
	780	Depreciation - Enterprise Funds		
		Total Property (700)	-	-
	800	Other Objects		
	810	Dues and Fees		
		Total Other Objects (800)	-	-
	TOTAL EXPENDITURES, 49 or 51 FO	OOD SERVICE FUND	-	-
3300 COMMUN	NITY SERVICES			
	100	Salaries		
	210	Retirement		
	220	Social Security		
	240	Insurance (Health/Dental/Life)		
	200	Other Benefits		
		Total Panafita (200)		
		Total Benefits (200) Purchased Professional and	<del> </del>	-
	300	Technical Services		
	400	Purchased Property Services		
	500	Other Purchased Services		
	600	Supplies		
	700	Property		
	800	Other Objects		
	810	Dues and Fees		
		Total Other Objects (800)	-	-
	TOTAL COMMUNITY SERVICES (33	300)	-	-
4502 BUILDIN	G ACQUISITION AND CONSTRUCTION			
	100	Salaries		
	210	Retirement		
	220	Social Security		1

	240	Insurance (Health/Dental/Life)		
	200	Other Benefits		
		- 1		
		Total Benefits (200) Purchased Professional and	-	-
	300	Technical Services		
	400	Purchased Property Services	5,300	
=	460	Construction and Remodeling		
		Total Property (400)	5,300	_
	500	Other Purchased Services	2,200	
	600	Supplies - New Buildings		
	641	Textbooks - New Buildings		
	644	Library Books-New Libraries		
		Total Supplies (600)	-	-
	710	Land and Improvements		
	720	Buildings		
	731	Machinery		
	732	School Buses		
	733	Furniture and Fixtures		
	734	Technology Equipment		
	735	Non-Bus Vehicles		
	739	Other Equipment		
		Total Property (700)	_	_
	800	Other Objects		
		-		
		T 101 011 (000)		
		Total Other Objects (800)	-	-
	TOTAL BUILDING ACQUISITION AND	CONSTRUCTION - (4500)	5,300	_
5000 DEBT SERVI	-	· · ·		
SOOO BEBT SERVE	<u></u>			
	830	Interest	1,201	
	840	Redemption of Principal	6,966	
	845	Debt Issuance Costs on Refunding	0,200	
	890	Miscellaneous Expenditures		
	TOTAL EXPENDITURES, 31 DEBT	Miscentaleous Expenditures		
	SERVICE FUND		8,167	-
=				
-				
	TOTAL OTHER FINANCING SOURCES	(USES) AND OTHER ITEMS	-	-
_				
		TOTAL EXPENSES	3,757,506	3,736,218

## OTHER FINANCING

	-	=	
5000 OTHER FINAN	NCING SOURCES (USES)		
	5110	Face Amount of Bonds Issued	
		Premium or (Discount) on Bonds	
	5120	Issued	

	5300	Proceeds From Sale of Capital Assets		
	5400	Loan Proceeds		
	5500	Capital Lease Proceeds		
	5900	Other Financing Sources (Uses) (Add Explanation)		
6000 OTHER ITEM	<u>1S</u>		ļ	
	6100	Capital Contributions		
	6300	Special Items		
	6400	Extraordinary Items		
	TOTAL OTHER FINANCING SOURCES (	(USES) AND OTHER ITEMS	-	_

## SUMMARY -

Charter

## School

REVENUES BY SO	DURCE			
	1000	Total Local	117,196	86,000
	3000	Total State	3,482,726	3,361,161
	4000	Total Federal	338,476	349,650
	TOTAL REVENUES		3,938,398	3,796,811
EXPENDITURES E	BY OBJECT	-		
	100	Salaries	1,787,858	1,551,686
	200	Employee Benefits	392,479	521,843
	300	Purchased Professional and Technical Services	173,451	225,615
	400	Purchased Property Services	1,062,498	1,050,975
	500	Other Purchased Services	38,388	68,300
	600	Supplies	229,995	161,629
	700	Property	59,443	38,076
	800	Other Objects	13,394	118,094
	TOTAL EXPENDITURES		3,757,506	3,736,218
	EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES		180,892	60,593
	OTHER FINANCING SOURCES (USES) A	AND OTHER ITEMS	<u> </u> -	<u> </u> -
	NET CHANGE IN FUND BALANCE		180,892	60,593
	FUND BALANCE - BEGINNING (From Pr	ior Year)	733,041	572,151
	Adjustments to Beginning Fund Balance (At	tach Detail)		

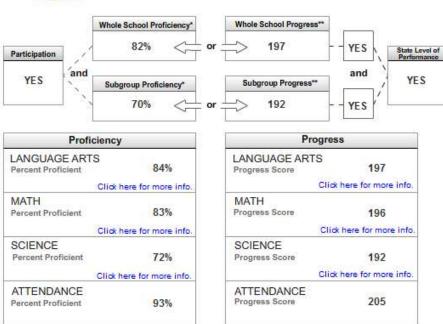
632,744

15. Provide a copy of most recent UPASS state academic information. You may attach additional academic information if desired.



#### U-PASS Accountability System 2009 School Report

Mountainville Academy



In order to achieve the State Level of Performance a school must have 95% participation, and either proficiency or progress in the Whole School and the Subgroup.

\*Overall proficiency:
Acceptable range is 80 % and higher.

\*\* Overall Progress:
Acceptable range is 190 and higher.

Participation:
Acceptable range is 95% and higher.

Click here for additional school information

Individual Subgroups	Proficiency	Progress
African American	n<10	n<10
American Indian	n<10	n<10
Asian	yes	yes.
Caucasian	yes	yes
Hispanic	yes	ves
Pacific Islander	n<10	n<10
Economically Disadvantaged	γes	yes
Limited English Proficient	n<10	n<10
Students With Disabilities	no	yes

16. Who performs the financial accounting for the school (by name) and what are his/her credentials for accounting?

Lincoln Fillmore and his company, Charter Solutions, are responsible for our day to day financial accounting. We also have an independent audit done yearly.

#### LINCOLN FILLMORE

#### **EXPERIENCE**

2007 to Present Charter Solutions

Sandy, UT

President

Having worked in all facets of school operation—classroom, administration, and business—I started an independent company that helps charter schools save money on non-instructional operations so they can invest more in classrooms. I help charter schools operate more efficiently by using shared resources and leveraging expertise for the benefit of all schools.

2005 to 2007 Navigator Pointe Academy

West Jordan, UT

Business Manager

I entered the charter school industry after several years in private education. As business manager, I oversaw financial and human resource functions, and ensured regulatory compliance with governmental and authorizing agencies. Experience as a teacher and principal was valuable in this position because it helped me focus on the overall goal of student achievement within the academic program. All financial or business office decisions must be made with an eye on the school's vision and mission.

2000 to 2005 Challenger School

Sandy, UT

Teacher and Principal

After teaching for two years I was promoted to principal, first at Challenger's campus in Orem, Utah, then after another two years to its flagship campus in Sandy. This position involved management of all aspects to create a outstanding school with excellent teachers. This included management of human resources, budgets, payroll, inventory, physical facilities maintenance, and information technology, working in concert with departments at the region office. I managed the school's operating budget and maximized human and physical resources to improve the financial picture in conjunction with increased enrollment. Beyond empirical data, a school is the measure of its students and its teachers. I won the confidence of both through effective management, training, and organization.

## **EDUCATION**

1995-1999 University of Utah

Salt Lake City, UT

Bachelor of Science in Mass Communication.

#### PUBLIC SERVICE

- Board of Directors: Utah Association of Public Charter Schools
- Board of Directors: Utah Virtual Academy
- Board of Directors: Parents for Choice in Education

17.		name and title of distr request, as well as the		om you provided a copy of y	your entire		
	The forms h	The forms have been delivered via email and mailed to the following personnel on July 15, 2010.					
	Alpine Scho 575 North 10 American Fo						
Vernon Henshaw (Superintendent) vhenshaw@alpine.k12.ut.us  Debbie Taylor (President) dctaylor@alpine.k12.ut.us							
	Marlies Bur Utah State ( P O Box 14 Salt Lake C 84114-4200	Office of Education 4200					
Chart	er School Boa	rd Representative Sign	nature	Date	_		
Chart	er School Prin	cipal/Director		Date	_		
For Q	uestions Pleas	e Contact:					
	fer Moulder a Bullock	Board Chair School Director		noulder@mountainvilleacad oullock@mountainvilleacad			

## **Attachment #2**

## Persons currently designated as Founding Members:

Alldridge, Cody & Holly

Ashton, Morgan & Stephanie

Baker, Lisa

Bearnson, Steve & Lisa

Bentley, Alan & Mary

Bingham, Corey

Brockbank, Bart & Nanette

Castle, Jennifer

Chesler, Cynthi

Christofferson, Mindy

Cisneros, Rabecca

Clauson, Rob

Cosper, Teresa

Coverston, Jason & Gaylee

English, Claire

Foote, Sean & Sarah

Forshee, Doni

Gillespie, Sue

Higgins, Jim & Rebecca

Hughes, Chris & Katrina

Jackson, Bruce & Marta

Lee, Darrin & Shea

Mendenhall, John & Shana

Moore, Jennifer

Osman, Andrew & Talita

Robinson, Steve & Lori

Rossi, Peter & Carolyn

Seeley, James & Linda

Stone, Michelle

Summers, Stacey

Swanson, Liz

Thompson, Janette

Wageman, Patricia

Webb, Todd & Alison

Whitchurch, Thomas & Rebecca

Willoughby, Aniva

Winn, Rachel

Wright, Julie

## **Attachment #3 Redline Copy of Proposed Charter changes**

## Part 6: Organizational Structure and Governing Body

The organizational structure of Mountainville Academy during its founding period is based on a Board of Trustees, a Founding Council and a Board of Advisors. As Mountainville Academy becomes operational, the organizational structure will be based on a Board of Trustees, an School Leader Administrative Director, a School Administrative Committee, a Board of Advisors, a Parent Organization, and a Student Council.

The Board of Trustees is comprised of seven-not less than fivefour (4)(5) and not more than nine (9) voting members in combination of appointment and parent-election. One of the members of the Board is designated as Chairman of the Board and carries additional organizational responsibilities within the Board. The Board of Trustees shall fill vacancies on the board by appointment with a majority vote of the remaining Trustees, unless such vacancy is required to be filled by election of the membership of the Parent Organization. The board composition and number of parent-elected Trustees shall be governed by the guidelines under State Rule 277-470State laws and USOE rules, and appointed or elected as outlined in the Mountainville Academy By-Laws.

## **Operational Period Governing Structure**

#### **Mountainville Academy Board of Trustees**

After Mountainville Academy becomes operational, the Board of Trustees delegates operational responsibility for the school to the <u>School Leader</u>. <u>Administrative Director and the School Administrative Committee</u>. The Board of Trustees retains the responsibility <u>of governance and to oversee</u> the vision and policies of Mountainville Academy and to maintain a consistent educational experience for students.

During the operational period, the Board of Trustees has these responsibilities:

- Maintain the school's charter.
- Maintain the school's policies and procedures.
- Approve curriculum
- Establish the annual budget.
- Utilize the expertise of the Board of Advisors.
- Approve appointments to key administrative positions, including the <u>School Leader</u> <u>Administrative Director</u>.
- Sign district assurances documents and honor other legal commitments as required by state and district code.
- Approve employment contracts for Mountainville Academy employees.
- Work with the <u>School Leader Administrative Director</u> on employment and staffing issues.
- Communicate with the State Charter School Board and State School Board when required.
- Act as a body of final appeal for any actions taken by the <u>School Leader</u> <u>Administrative Director and/or the School Administrative Committee</u>.

#### Mountainville Academy School Leader Administrative Director

The School Leader serves under the direction and oversight of the Board of Trustees. The School Leader Administrative Director manages the school's daily operation. The School Leader Administrative Director is subject to policy defined during the school's founding and operational periods by the Mountainville Academy Board of Trustees. The School Leader Administrative Director is a key representative of the school, and bears the considerable responsibility of upholding school standards and values at all times.

Specific responsibilities of the **School Leader Director** may include:

- Administer the school annual budget.
- Apply school policies and procedures.
- Manage Mountainville Academy employees.
- Oversee school facilities management.
- Fulfill district and state reporting responsibilities.
- Ensure that required assessments take place.
- Serve as an ex officio member of the School Administrative Committee.
- Recommend policy changes to the Board of Trustees.
- Recommend changes in school personnel to the Board of Trustees.
- Promote and oversee school curriculum.
- Represent the school in public relations events.
- Provide arbitration services between parents and teachers

#### **Mountainville Academy School Administrative Committee**

The School Administrative Committee serves to support the Administrative Director in the operation and management of the school and may recommend actions to be taken by the Administrative Director. The School Administrative Committee is comprised of 8 members: 4 parents whose children are registered to attend the school, one member from the Board of Trustees, the Chair of the Parent Organization and the Student Council Coordinator. The Administrative Director serves as an ex-officio member. Only parent members may serve as officers of the School Administrative Committee.

In order to establish a School Administrative Committee service rotation, in the initial term of service School Administrative Committee Members shall be elected to terms of varying duration. Two parent members will be elected to a one-year term, and the remaining two parent members shall be elected to a two-year term. After this initial election, Committee Members will be elected in May to a two-year term of service. When an unexpected vacancy arises on the School Administrative Committee, the Board of Trustees will appoint an acting member until the next general election or special membership meeting, where the vacancy will be filled in accordance to the voting procedure outlined in the Mountainville Academy By-Laws. Before serving on the School Administrative Committee, prospective committee members shall declare, in writing, their intent to uphold the principles of Mountainville Academy and to fulfill their responsibilities as a member of the committee.

#### The committee's responsibilities may include:

- Recommend appropriate reforms to the school annual budget.
- Apply school policies and procedures.

- Advise on school procurements.
- Assist in school facilities management.
- Approve school volunteer participation.
- Work with the Parent Organization.
- Assist in district and state reporting responsibilities.
- Evaluate required assessments and make recommendations for improvements.
- Advise on changes to school personnel.

#### Mountainville Academy Board of Advisors

During the operational period, the Board of Advisors continues to assist the Board of Trustees in fulfilling its responsibilities. The Board of Advisors may also be utilized on occasion by the <a href="School Leader Administrative Director">School Leader Administrative Director</a> and the School Administrative Committee, providing counsel when needed in matters of finance, law and ethical matters.

#### **Mountainville Academy Parent Organization**

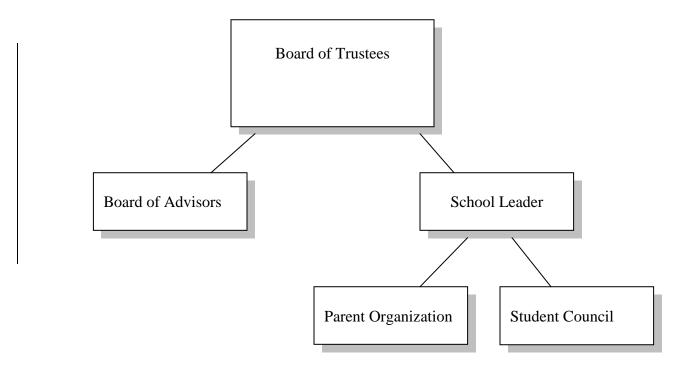
The Parent Organization comprises the parents whose students are registered to attend Mountainville Academy. A Chairman will be elected each year by the parent members and various committees will be organized to <u>support and enhance the mission and vision of the schoolperform the functions of the organization.</u> The Chairman will also serve on the <u>School Administrative Committee as a representative for the Parent OrganizationBoard of Trustees, as a voting member, during their term of office</u>. Some of the responsibilities of the organization may include:

- Organize and maintain programs as directed by the School Administrative Committee.
- Coordinate the efforts of volunteers for classroom help, class activities, field trips, assemblies, and other volunteer-based activities.
- Raise funds for supplementary materials and activities.
- Assist with approved school programs as directed by the School Leader or Board of Trustees.
- Assist in the organization of elections to fill vacancies in the School Administrative Committee.
- Provide a communication channel between the school and parents.

#### **Mountainville Academy Student Council**

The Student Council offers students meaningful and fun opportunities to participate in school government. At the beginning of eEach school year, members of the middle school students council shall elect one representatives from each class in grades 4—8. These representatives will meet with the Student Council Coordinator (a parent) and the Student Council Faculty Advisor (a teacher). Both of these positions will be appointed by the School Administrative CommitteeLeader. In addition, the Coordinator will serve on the School Administrative Committee as a representative for the Student Council.

#### **Organizational Flow Chart:**



## Part 8: Articles of Incorporation and By-Laws

Bylaws of
Mountainville Academy
A Non-profit Corporation

#### **ARTICLE I: ORGANIZATION**

- 1. The name of the organization shall be Mountainville Academy, Incorporated.
- 2. The organization shall not have a seal but may design a logo.
- 3. The organization may at its pleasure by a vote of the Board of Trustees change its name with a 2/3rds vote.

#### **ARTICLE II: PURPOSES**

Mountainville Academy, Incorporated, a Charter School, has been formed and established to provide public education pursuant to Utah Charter School laws.

#### **ARTICLE III: MEMBERSHIP**

Mountainville Academy shall have one class of members only, and each member shall have equal voting and other rights. No family or staff member shall hold more than one membership in Mountainville Academy.

Each family having one or more students enrolled in Mountainville Academy, having met the admission criteria as established by state law and the policies of this non-profit corporation, is a member and shall be entitled to one vote on each matter submitted to a vote of the members. Each family will have one vote, regardless of whether separate households are maintained.

At membership meetings, all votes shall be cast in person or by proxy registered with the secretary of the Board of Trustees.

The membership and all rights of membership shall automatically terminate if the family has no current students enrolled. All rights of a family in Mountainville Academy shall cease on the termination of such family membership. Termination shall not relieve the member from any obligation for charges incurred, services or benefits actually rendered, dues or fees, arising from contract or otherwise. The Board of Trustees shall retain the right to enforce any such obligation or obtain damages for its breach.

#### ARTICLE IV: MEMBERSHIP MEETINGS

The annual membership meeting of Mountainville Academy shall be held on the fourth Thursday of September of each and every year except if such day is a legal holiday, then and in that event, the Board of Trustees shall fix the day but it shall not be more than two weeks from the date fixed by these Bylaws.

The Secretary shall cause to be mailed to every member in good standing at his address as it appears in the membership roll book of Mountainville Academy, a notice telling the time and place of such annual meeting. Regular meetings of Mountainville Academy shall be held within the school facility, unless otherwise noticed.

The annual meeting shall be conducted by the Chairman of the Board of Trustees. The business conducted during the annual membership meeting shall be done by a vote of not less than fifty (50%) of those in attendance, after proper notice is given.

The business to be conducted at the annual membership meeting shall include, but not be limited to, whether notice of said business was given or not, the ratification of newly appointed members of the Board of Trustees, special elections of the Parents Organization and/or the School Administrative Committee, and other business of significance.

The annual election meeting of Mountainville Academy shall be held each May for the purpose of electing officers for the Parent Organization and the School Administrative Committee. All rules pertaining to annual membership meetings apply.

The Chairman of the Board of Trustees may call special meetings of Mountainville Academy when it is deemed in the best interest of the organization. Notices of such meeting shall be mailed to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of sixty (60%) percent of the members of the Board of Trustees or fifty (50%) percent of the

members of the organization, the Chairman shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

#### **ARTICLE V: VOTING**

At all membership meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

At any regular or special membership meeting, if proper notice was given and a majority of the total membership so requires, any question may be voted upon in the manner and style provided for election of the School Board. When votes by ballots are taken, the chairman of the Board of Trustees shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting. No Inspector of Election shall be a candidate for office or shall be personally interested in the question voted upon.

#### **ARTICLE VI: GOVERNANCE**

Mountainville Academy shall be governed by the Board of Trustees. The duties, rights, responsibilities and authority of the Board of Trustees are as found in the charter and as outlined below. Subject to the approval of the Board of Trustees, the Administrative Director of Mountainville Academy shall run the daily operations of the school with the support and assistance of the School Administrative Committee.

#### **ARTICLE VII: BOARD OF TRUSTEES**

The Board of Trustees shall consist of five (5) members. The Board of Trustees shall manage the business of Mountainville Academy. The Trustees shall hold office until such time as the Trustee resigns or is replaced by the remaining Trustees as outlined below.

The Board of Trustees shall have the control and management of the affairs and business of Mountainville Academy. Such Board of Trustees shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the trustees and the public of such meeting.

Three members of the Board of Trustees shall constitute a quorum and the meetings of the Board of Trustees shall be held quarterly, unless otherwise specified and deemed necessary, on the third Thursday of a given month. Each Trustee shall have one vote and proxy may not do such voting. The Board of Trustees may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Board of Trustees shall be filled by a vote of the majority of the remaining members of the Board of Trustees and ratified by the vote of the majority of those members present at the next annual or special meeting.

A Trustee may be removed when sufficient cause exists for such removal and supermajority vote, or eighty (80%) percent vote of the Board of Trustees. The Board of Trustees may entertain charges against any Trustee. At any hearing for removal, the accused trustee may be represented by counsel. The Board of Trustees shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of Mountainville Academy.

The initial officers and members of the Board of Trustees shall be as follows:

Chairman: Rebecca Whitchurch Vice Chairman: Linda Seeley Secretary: Gaylee Coverston Treasurer: J. Todd Webb

Officer: To be filled at a later time

The Chairman of the Board of Trustees shall preside at all membership meetings. He shall by virtue of his office be Chairman of the School Administrative Committee. He shall present at each annual membership meeting of the organization an annual report of the work of the organization. He shall appoint all committees, temporary or permanent. He shall see all books, reports and certificates required by law are properly kept or filed. He shall be one of the officers who may sign the checks or drafts of the organization. He shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The Vice Chairman shall, in the event of the absence or inability of the Chairman, become acting Chairman of Mountainville Academy with all the rights, privileges and powers associated with that office.

The Board of Trustees shall select from one of their members a secretary. The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his duty to file any certificate required by any statute, federal or state. He shall give and serve all notices to members of Mountainville Academy. He shall be the official custodian of the records of Mountainville Academy. He may be one of the officers required to sign the checks and drafts of the organization. He shall present to the membership at any meetings any communication addressed to him as Secretary of the organization. He shall submit to the Board of Trustees any communications, which shall be addressed to him as Secretary of the organization. He shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He shall cause to be deposited in a regular business bank or trust company a sum not exceeding \$250,000 and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Trustees may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in

this state. The fiduciaries of Mountainville Academy shall be the Chairman and the Treasurer of the Board of Trustees, and the school Administrative Director. Two fiduciaries shall sign checks of drafts of the organization. No expenditure may be taken without the Board of Trustees approval if the expenditure would violate the constraints of the current budget. The Treasurer shall render at stated periods as the Board of Trustees shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Trustees of such meeting. He shall exercise all duties incident to the office of Treasurer.

The Board of Trustees shall authorize the hiring and fix the compensation of any and all employees, which they in their discretion may determine to be necessary for the conduct of the business of the organization. Such authority may be delegated at the discretion of the Board of Trustees. No Trustee shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or Trustee for receiving any compensation from the organization for duties other than as a trustee or officer.

#### **ARTICLE VIII: SCHOOL ADMINISTRATIVE COMMITTEE**

The Mountainville Academy School Administrative Committee shall consist of eight members. The Mountainville Academy School Administrative Committee is comprised of three appointed members, four elected members, and one employee. The appointed members shall include (1) the Chairman of The Board of Trustees, (2) the Chairman of The Parent Organization, and (3) the Student Council Coordinator. The elected members of the School Administrative Committee shall be elected by the majority of the general membership of the organization. The Administrative Director, by virtue of his employment, shall serve as an ex officio member of the School Administrative Committee and will have no vote.

Candidates for the elected members of the School Administrative Committee shall be limited to parents of students enrolled.

Unless earlier terminated, each appointed member of the School Administrative Committee will serve until they finish their term as the Chairman or President of their respective organizations. Each elected member of the School Administrative Committee shall serve for a term of two years beginning at the annual election meeting in May. The exception to this rule applies only to the original 1<sup>st</sup> and 2<sup>nd</sup> elected School Administrative Committee members who will serve for a term of one year. The Administrative Director will serve on the School Administrative Committee until his employment is terminated.

Any member of the School Administrative Committee, except the Chairman unless he also resigns as the Chairman of the Board of Trustees, may resign at any time by delivering a written resignation to the School Administrative Committee.

Any member of the School Administrative Committee may be removed at any time for cause, including conduct injurious to the best interests of Mountainville Academy, by an affirmative vote of a majority of the remaining members of the School Administrative Committee and the Board of Trustees, provided that proper notice of the meeting and an opportunity to respond to the offending

member is given. Any member of the School Administrative Committee may also be removed by a petition signed by a majority of the members constituting the general membership.

In the event of an unexpected vacancy in the membership of the School Administrative Committee, the Board of Trustees will appoint an acting member until the next general or special membership meeting, where the vacancy will be filled in accordance to the voting procedure.

Four members of the School Administrative Committee shall constitute a quorum and the meetings of the School Administrative Committee shall be held regularly on the second Thursday of each month. Each committee member shall have one vote and proxy may not do such voting. The School Administrative Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Excepting the Administrative Director, no member of the School Administrative Committee may receive compensation for acting as a member of the School Administrative Committee.

#### **ARTICLE IX: PARENT ORGANIZATION**

The membership of the Parent Organization shall consist of all members of Mountainville Academy. Each member shall have one vote of equal value to all other members. The Parent Organization shall elect, from its members, a Chairman to serve for a term of one year.

The Parent Organization will take direction from, and work under, the Administrative Director and the School Administrative Committee and all procedures, rights and duties for the proper operation of the Parent Organization may be outlined by the Board of Trustees, the Administrative Director, the School Administrative Committee, or the Parent Organization, in that order of priority.

#### **ARTICLE X: COMMITTEES**

The Board of Trustees may appoint all committees of Mountainville Academy and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Trustees. The Board of Trustees may delegate this authority at its discretion.

#### **ARTICLE XI: INDEMNIFICATION**

Mountainville Academy shall indemnify any and all persons who may serve or who have served at any time as Trustees, officers, or members of the School Administrative Committee and their respective heirs, administrators, successors, and assigns, against any and all expenses, including amounts paid upon judgments, counsel fees, and amounts paid in settlement (before or after suit is commenced), actually and necessarily incurred by such persons in connection with the defense or settlement of any claim, action, suit, or proceeding in which they, or any of them, are made parties, or a party, or which may be asserted against them or any of them, by reason of being or having been Trustees, officers or members of the School Administrative Committee of Mountainville Academy, except in relation to matters as to which any such Trustee, officer, or members of the School Administrative Committee or former Trustee, officer, or member of the School Administrative Committee shall be adjudged in any action, suit, or proceeding to be liable for his or her own negligence or misconduct in the performance of his or her duty. Expenses of each person indemnified

hereunder incurred in defending a civil, criminal, administrative or investigative action, suit or proceeding (including all appeals), or threat thereof may be paid by Mountainville Academy in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Trustees, whether a disinterested quorum exists or not, upon receipt of an undertaking by or on behalf of the Board of Trustees to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by Mountainville Academy. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, bylaw, agreement, vote of members, or otherwise.

#### **ARTICLE XII: AMENDMENTS**

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than sixty-seven (67%) percent of the members.

These Bylaws will be adopted in an open and public meeting.

# BYLAWS OF MOUNTAINVILLE ACADEMY A NON-PROFIT CORPORATION (Amended XX/XX)

#### **ARTICLE I: ORGANIZATION**

- 1. Name. The name of the organization shall be Mountainville Academy, Incorporated. It is hereinafter referred to as "MA," which is the official abbreviation of Mountainville Academy. By an eighty percent (80%) vote of the Board of Trustees, the School may change its name.
- 2. Location. The principal location of MA's facility shall be 195 South Main Street, Alpine, UT 84004.
- 3. Mission Statement. In partnership with parents, MA's mission is to employ an educational environment that promotes both academic and personal excellence, appreciation of heritage and cultures and a love of learning to assist students in acquiring the confidence, knowledge, skills and character to facilitate life-long learning pursuits and achievements.

## **ARTICLE II: PURPOSES**

MA is a non-profit corporation under the laws of the State of Utah and its purposes are exclusively educational. It has been established to provide public education in accordance with applicable Federal and State charter school laws and rules.

#### **ARTICLE III: MEMBERSHIP**

- 1. Members. Each family having one or more students enrolled in MA, having met the admission criteria as established by applicable Federal and State law or rule and MA policy, shall be considered a member.
- 2. Voting. Each member as described above shall be entitled to one vote on any particular matter regardless of whether the family has separate households.
- 3. Termination of Membership. The membership and all rights of membership shall automatically terminate if the family has no current students enrolled. However, termination shall not relieve the member from any obligation for charges incurred, services or benefits actually rendered, dues or fees, arising from contract or otherwise. The Board of Trustees shall retain the right to enforce any such obligation or obtain damages for its breach.

#### **ARTICLE IV: MEMBERSHIP MEETINGS**

- 1. Membership Meetings. General membership meetings of MA shall be held semi-annually, as determined by the Board of Trustees, as described below:
- (a) The first membership meeting shall be held in September each year (the "September Membership Meeting") and shall be presided over by the Chair of the Board of Trustees. The business to be conducted at this meeting may include an annual report of the work of the organization and any other business deemed necessary or appropriate by the Board of Trustees.
- (b) The second membership meeting of MA shall be held at a specified time each May (the "May Membership Meeting") and shall be presided over by the Chair of the Board of Trustees. The business conducted during this meeting may include the election of individuals to serve on the Board of Trustees, the election of officers for the Parent Organization and any other business deemed necessary or appropriate by the Board of Trustees.
- (c) Any official action or business conducted during the May or September Membership meeting shall be done in accordance with Article V below.
- (d) All meetings of MA shall be held at the school facility, unless otherwise noticed.
- 2. Special Meetings. The Chair of the Board of Trustees may call a special meeting of MA at any time and for any reason when it is deemed necessary. In addition, at the request of sixty seven percent (67%) of the members of the Board of Trustees, or sixty seven percent (67%) of the members of MA, the Chair shall cause a special meeting to be called. Such request by the membership must be made in writing at least seven (7) days before the requested meeting date. The business to be conducted at a special meeting shall be that which was described in the official notice of the meeting and that which is contained in the meeting agenda.
- 3. Open & Public Meetings Act. All meetings described in this section shall be held in accordance with the Utah Open & Public Meetings Act and as it may be amended.

#### **ARTICLE V: VOTING**

- 1. Voting On Issues. All voting on issues during Membership Meetings shall be by voice, hand, ballot, or a combination of voice, hand or ballot, as determined by the presiding Chair. A majority vote of those voting on the issue shall be required to take any formal action on a given issue or question.
- 2. Election of Candidates. For the election of individuals to specified positions at MA, voting shall be done by anonymous written ballot in accordance with MA's election policy.
- 3. Absentee Voting. In the event voting by ballot occurs on an issue or election of a candidate to a specified position at MA, absentee voting may occur as described in this section. Any member who wishes to cast an absentee vote on an issue or election of a candidate must verify their eligibility to vote with MA and cast his/her anonymous vote via secret ballot at MA prior to the specified deadline for absentee voting. Absentee votes are counted at the Membership Meeting on the date the vote is taken, together with any other votes received whether they be by hand, voice or by ballot either paper or electronic.
- 4. Inspectors of Election. When voting by ballot occurs as described in sections 2 above on elections of candidates, the Chair of the Board of Trustees shall, prior to the commencement of balloting, appoint three individuals who shall act as "Inspectors of Election." The Inspectors of Election shall certify in writing the results of the election to the Chair. No Inspector of Election shall be a candidate for office or have a conflict of interest in the outcome of the election.

## **ARTICLE VI: GOVERNANCE**

1. General. MA shall be governed by the Board of Trustees as defined in the MA Charter and as further outlined below.

#### ARTICLE VII: BOARD OF TRUSTEES

- 1. Composition. The Board of Trustees shall consist of not less than five (5) and not more than nine (9) voting members. Of the Trustees serving on the Board, there shall be four Board elected officers consisting of a Chair, Vice Chair, Secretary and Treasurer. The Board shall be composed of two categories of Trustees: (1) Board appointed; and (2) membership elected Trustees. Of the membership elected Trustees, there shall be no more than two (2) in total, one of which shall be the current sitting Chair of the Parent Organization. The School Leader is a non-voting ex-officio member of the Board. Any appointments to the Board of Trustees shall be done at a regularly scheduled Board of Trustees meeting. Any election of Trustees by the membership shall be conducted at the May Membership Meeting.
- 2. Term. The term for Board appointed and membership elected Trustees is as follows:
- (a) A Board appointed Trustee shall hold office until such time as he/she resigns or is replaced as outlined in section 7 below. If a Trustee was appointed by the Board to fill a vacancy as described in

section 6(b) below, such Trustee will only hold office for the remainder the replaced Trustee's specified term.

- (b) A Trustee elected by the membership at the May Membership Meeting shall serve a term of 2 years unless he/she resigns before the 2 years expires. A membership elected Trustee is eligible to be re-elected for another term. However, the membership elected Chair of the Parent Organization who serves on the Board of Trustees shall serve a term of 1 year.
- 3. Powers and Duties. The Board of Trustees shall have all powers, authority, and duties as designated in the MA Charter and the MA Board of Trustee Job Description as officially adopted by the Board. The primary responsibility of the Board of Trustees is to partner with the School Leader to achieve the mission and vision of the school. The Board of Trustees is responsible to select, support, and terminate, if necessary, the School Leader. It is the duty of the Board of Trustees to partner with the School Leader to ensure the delivery of academic and personal excellence to students. The Board of Trustees has the authority to hire, terminate and set the compensation of any MA staff, but may delegate this authority to the School Leader as deemed necessary. The Board of Trustees is responsible to ensure the operational and financial viability of the school. The Board of Trustees has the authority to establish and maintain the policies, procedures and curriculum of the school. The Board of Trustees oversees all the affairs of MA and its property and is responsible to carry out all lawful acts as it deems proper and appropriate and to promote the vision and policies of MA. Such Board of Trustees shall only act collectively and in the name of the organization when it shall be regularly convened by its Chair after notice to all the Trustees, and the public, of such meeting as required by applicable Utah law.
- 4. Quorum. A majority of the current Board of Trustees shall constitute a quorum. A quorum of board members must be present at any meeting of the board before business can be transacted or any official action of MA may be conducted.
- 5. Board Meetings. The meetings of the Board of Trustees shall be held monthly, unless otherwise deemed necessary by the Chair. Each Trustee shall have one vote and there shall be no voting by proxy for absent Trustees.
- 6. Board Vacancies.
- (a) If a vacancy on the Board of Trustees occurs to a Board appointed position, the Board of Trustees shall fill the vacant position by a majority vote of the remaining members of the Board of Trustees.
- (b) If a vacancy on the Board of Trustees occurs to a membership elected position, prior to the expiration of the elected Trustee's specified term, the Board of Trustees will appoint, by a majority vote, a new Trustee to fill the vacancy for the remainder of the specified term.
- (c) If a vacancy on the Board of Trustees occurs as a result of no member applying for the member elected position, the Board of Trustees will appoint, by a majority vote, a new Trustee to fill the vacancy for the specified term.

- 7. Removal of Trustee. A Trustee may be removed when sufficient cause exists for such removal. Any removal requires an eighty percent (80%) vote of the remaining Board of Trustees. The Board of Trustees may consider the reasons for any removal at a hearing conducted for this purpose. At any hearing for the removal of a Trustee, the Trustee may be represented by legal counsel.
- 8. Financial Matters. All fiscal procedures for MA shall be determined and established by the Board of Trustees. All procedures and fiscal reporting shall comply with Federal and State law, any other governing documents of MA, and generally accepted accounting principles. No expenditure may be made without the approval of the Board of Trustees if the expenditure would not be accounted for in the currently approved budget.

#### **ARTICLE VIII: BOARD OFFICERS**

- 1. Board Chair. The Chair of the Board of Trustees is the primary volunteer leader of the MA Board of Trustees who presides at all meetings of the Board of Trustees and other membership meetings. The Chair is an ex-officio member of all committees of the organization. The Chair oversees implementation of board and school policies and ensures that appropriate administrative practices are maintained. The Chair has authority to sign contracts and other legal documents on behalf of MA. The Chair's term and specific responsibilities are those that are described in the official Job Description for Board Chair as adopted by the MA Board of Trustees.
- 2. Vice Chair. The Vice Chair is the secondary volunteer leader of the MA Board of Trustees and as such, discharges the duties of the Chair and has all of the rights, privileges and powers as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate. The Vice Chair's term and specific responsibilities are those that are described in the official Job Description for Vice Chair as adopted by the MA Board of Trustees.
- 3. Secretary. The Secretary stands as general informant and record keeper for the Board of Trustees, and is primarily responsible for the keeping of legal documents including minutes of the Board meetings and other official MA documents. The Secretary shall serve all notices of meetings to the membership and the Board of Trustees as required in these bylaws. The Secretary's term and specific responsibilities are those that are described in the official Job Description for Board Secretary as adopted by the MA Board of Trustees.
- 4. Treasurer. The Treasurer provides direction for the financial management of the school and facilitates the board in meeting its financial oversight responsibilities. The Treasurer or his/her designee shall give regular written accounts of the finances of the organization at specified Board of Trustees meetings and in accordance with applicable Federal and State law or rule. The Treasurer's term and specific responsibilities are those that are described in the official Job Description for Treasurer as adopted by the MA Board of Trustees.

#### **ARTICLE IX: SCHOOL LEADER**

1. School Leader. The "School Leader" is the Principal or Administrative Director of the school, as applicable, and serves under the direction and oversight of the Board of Trustees. The School

Leader is a non-voting ex-officio member of the Board of Trustees. The primary responsibility of the School Leader is to partner with the Board of Trustees to achieve the mission and vision of the school. The Board of Trustees delegates all management responsibilities of the school to the School Leader. The School Leader is responsible to create an operationally and financially viable school. The School Leader is responsible to train the teachers and staff and implement the school curricula so as to deliver the achievement of academic and personal excellence for students. The School Leader applies approved school policies and procedures. The School Leader enables the Board to effectively fulfill its governance obligations. The School Leader shall have all of the responsibilities and privileges as described in the MA Charter and the MA School Leader Job Description as officially adopted by the MA Board of Trustees.

#### **ARTICLE X: COMMITTEES**

- 1. Board Committees. The Chair of the Board of Trustees is responsible to establish standing (permanent) board committees as necessary for effective governance and to assist the board in achieving the mission and vision of the school. Such standing committees may include, but not be limited to, the following areas: 1) academic and personal excellence, 2) finance, 3) governance, and 4) development. The Board Chair may also establish temporary board task forces as needed. The Board Chair appoints all board committee and board task force chairs. Board committees may have non board members on them. Board committees and task forces shall have specific authority and responsibility as outlined in committee policy and/or committee or task force job descriptions as officially adopted by the MA Board of Trustees.
- 2. School Committees. The School Leader or his/her designee may establish standing school committees and/or temporary school task forces and appoint said chairs as necessary for effective school function and to assist in achieving the mission and vision of the school. School committees and task forces shall have authority and responsibility limited within the school and under the direction of the School Leader or his/her designee.
- 3. Parent Organization Committees. With the approval of the School Leader, the current sitting Chair of the Parent Organization may annually establish parent organization committees and appoint said chairs to support and enhance the mission and vision of the school. All parent organization committees are dissolved when the term of the current sitting Chair of the Parent Organization expires. Parent organization committees have authority and responsibility limited only within the parent organization itself and as delegated by the Chair of the Parent Organization.

#### **ARTICLE XI: PARENT ORGANIZATION**

- 1. Membership. The membership of the Parent Organization shall be composed of all families of MA. Each family shall have one vote of equal value to all other families as described in Article III, § 2 above.
- 2. Officers. Officers of the Parent Organization shall be determined as outlined in the Official Parent Organization Policy as adopted by the MA Board of Trustees.

- 3. Powers and Duties. As established through the MA Charter, the Parent Organization serves an important supportive role. As a supporting body, the Parent Organization:
  - a. Shall work under the direction of the School Leader and the Board of Trustees respectively.
  - b. Shall implement approved school programs, plans or other assignments as directed by the School Leader and/or Board of Trustees.
  - c. Shall not establish committees, programs, commit funds, fundraise, or seek donations in regard to any plan, program, event or assignment without the approval and oversight of the School Leader and/or Board of Trustees.
  - d. Shall not direct or oversee school staff but may utilize the services of school staff through the School Leader.
  - e. May recommend additional duties, rights, responsibilities or courses of action needed for the proper functioning of the organization, but shall be subject to the authority, policy decisions and specific direction given by the School Leader and Board of Trustees.

#### **ARTICLE XII: INDEMNIFICATION**

Indemnification of Officers and Trustees. MA shall indemnify any and all persons who may serve or who have served at any time as Trustees or officers, and their respective heirs, administrators, successors, and assigns, against any and all expenses, including amounts paid upon judgments, counsel fees, and amounts paid in settlement (before or after suit is commenced), actually and necessarily incurred by such persons in connection with the defense or settlement of any claim, action, suit, or proceeding in which they, or any of them, are made parties, or a party, or which may be asserted against them or any of them, by reason of being or having been Trustees or officers of MA, except in relation to matters as to which any such Trustee or officer, or former Trustee or officer shall be adjudged in any action, suit, or proceeding to be liable for his or her own negligence or misconduct in the performance of his or her duty. Expenses of each person indemnified hereunder incurred in defending a civil, criminal, administrative or investigative action, suit or proceeding (including all appeals), or threat thereof may be paid by MA in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Trustees, whether a disinterested quorum exists or not, upon receipt of an undertaking by or on behalf of the Board of Trustees to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by MA. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, bylaw, agreement, vote of members, or otherwise.

#### **ARTICLE XIII: AMENDMENTS TO BYLAWS**

1. Amendments. These Bylaws may be altered, amended, repealed or added to by an affirmative majority vote of the Board of Trustees and ratified by sixty seven percent (67%) of the received votes from the membership voting on the matter.

#### **ARTICLE XIV: ADDITIONAL PROVISIONS**

1. Compensation. No Trustee or officer shall, for reason of his/her office, be entitled to receive any fee, salary or compensation of any kind for services rendered to MA, except that Trustees and officers may be reimbursed for proven and approved expenses incurred in the business of conducting his/her duties.

2. Governing Law/Conflicts. To the extent these bylaws conflict with any applicable Federal
and State law or rule, these bylaws shall be interpreted and enforced to comply with such law or rule
and all other provisions of the bylaws shall remain in full force and effect. To the extent these bylaws
conflict with the MA Charter or any other governing document, the MA Charter shall control.
These bylaws were amended in accordance with Article XIII, §1 above and become effective on
(Date).
Signed By:
(Chair)
(Date)

## Part 9: Admission, Dismissal and Suspension Procedures

#### Admission

Mountainville Academy will <u>ooffer</u> enrollment for students in grades K-<u>98</u>. Mountainville Academy does not discriminate on the basis of race, creed, color, national origin, religion, age, sex, or <u>disability</u> <u>handicap</u>, or any other classification protected by law.

Mountainville Academy will comply with all <u>applicable</u> federal and state laws <u>and rules</u> relative to admission policies, which include an open admission.

<u>During Mountainville Academy's inaugural year, IL</u>-ocal residents will be notified of the open enrollment period via newspaper, flyers, radio, school website, and town meetings. The Board of Trustees shall establish a time frame as to how long open enrollment shall last, recognizing that law requires a minimum of 30 days. During the open enrollment period, the school must receive and Intent to Register (ITR) for each prospective student. The names of prospective students shall remain confidential.

If, at the end of the open enrollment period, the number of applicants for each class exceeds capacity, the Founding Council members shall hold a lottery to determine which applicants will be offered enrollment. The lottery will consist of all applicants who have submitted an ITR, excluding certain applicants who will be admitted independent of the lottery, which is known as preferential enrollment.

To be admitted by preferential enrollment, each applicant must have submitted an ITR within the established enrollment period. In accordance with both state and federal law, preferential enrollment will be guaranteed to the following applicants (1) children of the Founding Council members, and (2) siblings of students already admitted to the school (to ensure that family groups are enrolled together when possible). As required, we have included a list of current Founding Council members with this charter application. The number of students receiving Founding Council preferential enrollment slots shall not exceed 20% of the total student population.

In enrollment years subsequent to the first, Mountainville Academy will continue to grant preferential enrollment and may add or modify preferences as allowed by state and federal law. The Board of Trustees will establish, and update as needed, policies and procedures for admittance and registration in accordance with current state and federal laws, including provisions for an open admission, lottery, and preferential enrollment. The school will ensure that notice of admission policies, procedures, and timeframes for the admission process is provided to the public through a variety of means. Preferential enrollment status will be guaranteed to the following applicants for all enrollment years subsequent to the first year: (1) students currently enrolled in the school, (2) children of the Founding Council members, and (3) siblings of students currently enrolled. Children receiving the Founding Council members' preferential enrollment status will never make up more than 20% of the school's student body population. If, after preferential enrollment, the number of applicants for each class exceeds capacity, then a lottery will be held from the remaining applicants who have submitted an ITR.

## **Attachment C: Defined Purposes**

#### 1. Continue to improve student learning:

The primary goal of Mountainville Academy is to achieve academic excellence. As such, we have chosen to use only curricula that meet the following requirements: skills-based, explicit and sequential, research based and field-tested, multi-sensory, effective with learning disabled students, and effective with ESL/ELL students. Teaching priority will be given to the language arts and math. Small, achievement—leveled groups will be utilized in these areas in elementary grades K-6\_to improve student learning by increasing the amount of teacher-student interaction to facilitate skills acquisition. Teachers will be required to track student performance and adjust teaching as necessitated.

# 6. Provide greater opportunities for parental involvement in management decisions at the school level. (See also 53A-1a-508 (3)(h))

Parents are the founding force behind Mountainville Academy. Once the school is operating, parents will continue to provide input regarding management decisions of the school. A School Administrative Committee-A Parent Organization will be formed and will be led bycomprised of elected parent volunteers, and pParent committees will engage in volunteer work at the school on an ongoing basis. In addition, parents may participate in an annual survey which will provide the governing board of the school useful information in strategizing improvement plans.

## Part 4: Comprehensive Program of Instruction

**Supplemental Curriculum:** In addition to a solid academic program, Mountainville Academy seeks to enhance personal excellence and individual potential through character development and exposure to creative outlets of expression. Supplemental curricular material will focus on these objectives, with special attention to <a href="Leadership, Character Development">Leadership, Character Development</a>, Music, Art and Foreign Language. Mountainville Academy aims also to identify and establish other curricular opportunities that will provide for the interests of our students. A Curriculum Committee will be established to identify and

provide for these elements in the curriculum as needed, as well as provide for future supplementation to the academic program.

**Achievement Grouping:** Mountainville Academy intends to address students' varying academic levels through the use of Achievement Grouping. Students will <u>generally</u> attend smaller groups of 8-12 students each for core subjects of reading, spelling and math, and be taught at their appropriate instructional level. Frequent assessment will monitor progress and allow students to move from group to group according to their readiness.

Grading, Promotion, Remediation: Mountainville Academy will use traditional letter grading in grades 4-8. K-3 students will receive evaluations of Excellent, Good, Satisfactory, and Needs Improvement, or similar industry recognized and appropriate grading scales for each grade level. Necessity for promotion and remediation are minimized greatly with the use of Achievement Grouping; however, Mountainville Academy is committed to meeting the needs of its students and will make adjustments accordingly.

## **Monitoring of Program Instruction**

Mountainville Academy will comply with the Utah State Educational Standards and all applicable state and federal requirements, UPASS and NCLB—in assessing their students. At the beginning of each year, and at regular intervals, students will be assessed to determine their level of knowledge and placed in achievement groups to appropriately offer them an effective education. Daily and weekly assessments will be administered by the teachers as well. Throughout the year they will have continual assessments in accordance with Mountainville Academy's curricula. All information regarding student assessments and progress will be recorded in student charts and discussed with parents at regularly scheduled SEP/SEOP meetings.

All grades <u>as applicable</u> will also participate in <u>required</u> the State CRT in language arts, math, science, and historytesting. The sixth grade students will participate in the State Direct Writing Assessment in the spring. The results of all assessments will be monitored and periodically reviewed to determine that teaching methods and lesson planning are in accordance with school expectations and state requirements.

## **Part 10: Review of Complaints Procedures**

We believe that students benefit when parents and teachers work together in a relationship of trust and cooperation. We also recognize that difficulties and differences of opinion arise and must be understood. Parents, as the primary educator of their child, are encouraged to bring forth their concerns. Their voice is very important in the education of their child and must be heard. Complaints should be brought to the person or persons directly involved. If a complaint cannot be addressed in this manner then the parent should proceed by contacting the administration by phone or email, or arranging a meeting with the <a href="School Leader Administrative Director">School Leader Administrative Director</a> and parties involved to discuss the issue.

Parents with Special Education issues should bring their concerns directly to the Special Education Teacher Director. If this does not adequately address the situation the parents may contact the School

Administrative Committee member assigned to parent needs, who in turn may contact the Trustee assigned to parent needsLeader. If any difficulties cannot be adequately resolved through the above avenues, parents will be provided information about parent advocacy groups like the Utah Parent Center or other like organizations. The state early dispute resolution procedure is available at any time, before a State complaint, mediation, or Due Process Hearing Request is filed and would be encouraged at this point. If any difficulties still cannot adequately be resolved, parents will be instructed to submit the complaint in writing to the Board of Trustees with a copy sent to the State Director of Special Education. Per Utah State Office of Education (USOE) procedures, the complaint will include a statement that Mountainville Academy has violated a requirement of Part B of the IDEA, and the facts on which the statement is based. If the parents are unable to file in writing, they may contact the board for assistance.

Mountainville Academy will resolve the complaint within thirty (30) days unless exceptional circumstances exist. Within this time limit, we intend to comply with all state mandated complaint procedures, including issuing a written decision to the complainant, with a copy sent to the State Director of Special Education, which addresses each allegation. Additionally, we will inform the complainant, in writing, of the right to appeal the decision for review to the USOE, and the procedures for doing so. If due process hearings and mediation are the result of an appeal, we intend to comply with all procedures outlined by Part B of the IDEA and Utah's Golden Rules.

## **Part 11: Parental Involvement**

Mountainville Academy believes that parental involvement is key to a successful school and optimal student achievement. Parent involvement can improve the quality of education by relieving some of the burdens on the teachers and staff, affording them more time for quality teaching. Parents who enroll their children in Mountainville Academy should do so with the understanding that their involvement is crucial to the success of their child's education and of the school. Volunteer opportunities will be diverse in nature to accommodate individual circumstances and parents will be expected to put forth their best efforts in contributing volunteer hours at Mountainville Academy.

Opportunities for parental involvement will be available through multiple avenues. A Parent Organization shall be organized and will be used in many capacities, and It will serve as the conduit for organizing volunteers into committees and coordinating parental involvement throughout the school. The organization will be available to the School Leader Administrative Director and teachers for assistance in a variety of tasks. Examples of ways in which the organization will—may be utilized includes, but is not limited to, academic support groups, computer assistance, supervising recess and lunch, chaperoning field trips, fundraising, making charts and posters, photocopying, decorating bulletin boards, acknowledging teachers, staff, or community members, and in many other capacities. Parent volunteer hours will greatly assist in the efforts of individual student remediation as well.

Parents will also have the opportunity to be part of the Parent Organization elected to the School Administrative Committee and otherwise provide input at the management level of school operations. As per the Utah Open Meetings Law, all committee Board meetings will be open to the public. The parent body will be invited by various communication avenues to attend these meetings and the agenda will be posted publicly prior to the meeting. The agenda allows for time during which the parents are allowed to directly address the committee board regarding any area of concern.

<u>In matters of school-wide concern, tThe governing board or School Leader may appoint parent volunteers to adjunct-serve on committees or taskforces.</u> These committees will assist the <u>school board-in carrying out its work at the policy level of school management. <u>the mission, vision and goals of the school.</u></u>

Each year the parents will be given the Parent Survey to allow them the opportunity to express their views with regard to the effectiveness of the school. This formalized process will allow all parents to express their satisfaction or dissatisfaction with all aspects of the school. The school administration will use this feedback in creating their school improvement plans.

## Part 14: Teacher Qualifications

Mountainville Academy employs certified teachers according to Utah state requirements for public (charter) schools. In addition, Mountainville Academy will hire teachers that the <u>School Leader Administrative Director</u> or governing board determine have sufficient breadth of knowledge of subject area, training in teaching or related areas, experience in instruction, or other demonstrated abilities deemed necessary for him or her to effectively perform the duties of a teacher. We also seek to ensure that our teachers are in alignment with the school's educational philosophy, methods of teaching, established curricula, goals and policies as set forth in this charter by the Founders.

We expect all of our teachers to have a work history that shows reliability, honesty, enthusiasm for teaching, and a strong work ethic. Our teachers will also demonstrate problem-solving abilities and the ability to work well with others. We further seek for teachers who have varied educational backgrounds.

We will look for teachers who have additional certificates in various specialties, such as music, foreign language, special education, and computer technology. Where necessary, we will consider individuals with specialties that require a Letter of Authorization. In such cases, we will work with both the school district and the teacher to ensure they understand the nature of the letter and the requirements to be met. We will encourage our teachers to pursue continuing education that will enable them to more effectively fulfill their duties.

## Part 16: Administrative and Supervisory Services

The <u>School Leader Administrative Director</u> will be the chief administrator for Mountainville Academy, and all staff will be under his/her supervision. The <u>School Leader Administrative Director</u> may utilize staff members with particular skills or experience to support his/her supervisory responsibilities. <u>Additionally, the Board of Trustees, at its discretion and in the best interests of Mountainville Academy, may utilize the services of an independent third party to assist and support the School Leader in maintaining the operations of the school., which include but are not limited to:</u>

- Curriculum implementation, instruction and monitoring
- Professional development
- \* Student discipline

- Management of school equipment/facilities
- \* Compliance with federal and state reporting requirements
- Public relations
- \* School progress
- \* Liaison with School Administrative Committee and the Board of Trustees
- Coordination with parent organization
- \* School supplies
- \* Safety
- School-based activities and schedules
- Improvement plans

In addition, the <u>School Leader Administrative Director</u> will demonstrate commitment to the school's mission, philosophy and goals, model school values, and function as a visible leader by maintaining frequent contact with students, parents and staff. At all times, the <u>School Leader Administrative Director</u> will work with the <u>School Administrative Committee</u>, and when necessary Board of Trustees, to ensure that all issues are addressed properly.

Mountainville Academy intends to initiate a handbook that will include a detailed description of the above services administrative responsibilities, to be updated as needed.

## **Part 17: Fiscal Procedures**

All fiscal procedures for Mountainville Academy will be determined and established by the Board of Trustees under the direction of the Treasurer on said board. All procedures and fiscal reporting will comply with State and Federal law, the Articles of Incorporation and the Bylaws of Mountainville Academy, and generally accepted accounting principles. They will also comply with the following standards:

- \* The annual budget for the next fiscal year will be <a href="made-approved">made-approved</a> by the Board of Trustees in April of each year and adopted in an open and public meeting.
- The <u>fiduciaries authorized signatories</u> of Mountainville Academy will be the Chairman, <u>Vice Chairman</u>, and the Treasurer of the Board of Trustees, and the <u>School Leader school Administrative Director</u>.
- All expenditure checks must be signed in compliance with the school's fiscal policies. by at least two of the fiduciaries.
- Operational expenditures pursuant to the adopted budget may be made by the <u>School Leader</u> <u>Administrative Director</u> without further action from the Board of Trustees, but is subject to the Board of Trustees oversight and can be revoked.
- \* All expenditures must have supporting documents, i.e. bills, receipts, statements, etc.
- ❖ If funds are available due to conservation resulting in an expenditure different from the planned budget, they may be reallocated from one line item to another with the authorization of the Board of Trustees. This type of reallocation will occur only on an as needed basis, and will occur with unrestricted funds.
- \* No expenditure may be taken without the Board of Trustees approval if it leads to an unbalanced budget; in accordance with requirements of U.C.A. 53A-19-106, the school may not expend or encumber school funds except in accordance with and within the limits of the budget passed by the Mountainville Academy Board of Trustees. ...

- Purchasing will require a purchase order signed and approved by the <u>School Leader school Administrative Director</u>. Purchases over \$1000 and under \$50,000 must have at least (2) quotations. Purchases over \$50,000 must use a formal bid process. <u>Documentation of justification for choosing one bid over another will be kept with the contract file along with the original specifications of the bid.</u>
- All reimbursements, out-of-pocket expenses and advances must be pre-authorized before money is spent.
- All incoming revenue will be documented and recorded appropriately according to their its category, i.e. fundraising, income, etc. and presented to the Treasurer for deposited on the next working day, or invested in compliance with Utah Money Management Guidelines.
- \* A petty cash of at least \$50.00 shallmay be maintained for emergency purposes. A statement of account shall be maintained and reconciled on a regular basis. The petty cash amount may be increased at the discretion of the Board of Trustees. All bank accounts and petty cash boxes will be reconciled on a monthly basis.
- The filing and submitting of reports to the state board as required in the Utah Charter School Act by the Utah State Office of Education will be the responsibility of the School Leader Administrative Director.
- \* A payroll service will-may be retained to provide payroll function for the school, including preparation of W-2 forms, filing of taxes and any other reports that are required by state and federal law and consistent with federal cost accounting principles applicable to receipt of federal funding..
- Mountainville Academy will shall employ an accredited accounting firm to annually audit its fiscal procedures.
- Mountainville Academy's Board of Trustees may modify or enact future fiscal procedures it deems necessary for a financially sound school and compliance with Federal and State laws and generally accepted accounting principles.
- \* In accordance with (U.C.A. 53A-19 and U.C.A. 63J-1) expenditures will not exceed available revenue. Administration will present an operating budget to the Board of Trustees for adoption prior to June 30th of each year. Should the budget need to be amended once fall enrollment count is finalized the Administration will make the appropriate budget amendments and present to the Board for approval. The final budget including any amendments will be adopted prior to May 31st of each year.
- \* To enable responsible fiscal oversight, the Administration will provide fiscal reports to the Board in Public Board meeting as well as provide complete access to vendor files, bank records, and bank reconciliations to the School Leader and any Board Member at any time. Any other persons needing access will be granted in accordance to GRAMA.
- Mountainville Academy will follow state procurement rules specifically for applicable procurement of architect/engineer, leasing and building services.
- Mountainville Academy recognizes that facilities leasing contracts will be submitted to USOE for comment and review prior to signing (U.C.A. § 53A-1a-507(9))
- \* Mountainville Academy assures that we will meet cost accounting principles applicable to receipt of federal funds and will comply with board administrative rule with respect to state and other funding.
- \* Expenses will be tied to specific programs as required by relevant federal or state regulation.

## **Part 19: Employee Evaluation**

Mountainville Academy shall comply with all federal and state laws relative to employee evaluation. Prior to operation of Mountainville Academy the Founding Council, under the direction of the Board of Trustees, shall establish an employee handbook documentation that shall out line all expectations, rights and obligations. This employee handbook and additional documents shall serve as the basis of employee evaluations. Thisese handbook shall include expectations of instruction and outline performance goals and behavior. However, no policy, guideline, regulation, or practice relating to the training and discipline of staff shall create any expectation of continued employment. Teachers Employees shall understand and acknowledge that Mountainville Academy retains its status as an atwill employer at all times.

The Board of Trustees shall be responsible for evaluating the performance of the <u>sS</u>chool's <u>Administrative Director Leader</u> on an annual basis.

Prior to every school year Tthe School Leader Administrative Director shall meet regularly with and evaluate every employee, ensuring a clear understanding of what is expected. Another evaluation shall be conducted during the middle of the school year as well as at completion prior to contract renewal.

These evaluations will serve to address any teaching performance deficiencies as well as an opportunity to ensure state standards are being incorporated within teaching lessons and plans. The evaluation shall be seen as an opportunity to recognize superior performance, improve employee performance as needed and facilitate a strong working relationship within the school.

## Part 25: Utah State Retirement System

Mountainville Academy will <u>not</u> participate in the Utah State Retirement System.

## **Attachment B: Founding Council Members**

## Persons currently designated as Founding Members:

Alldridge, Cody & Holly
Ashton, Morgan & Stephanie
Baker, Lisa
Bearnson, Steve & Lisa
Bentley, Alan & Mary
Bingham, Corey
Brockbank, Bart & Nanette
Castle, Jennifer
Chesler, Cynthi
Christofferson, Mindy
Cisneros, Rabecca
Clauson, Rob
Cosper, Teresa
Coverston, Jason & Gaylee

English, Claire Foote, Sean & Sarah Forshee, Doni Gillespie, Sue Higgins, Jim & Rebecca Hughes, Chris & Katrina

Hulme, Melanie Jackson, Bruce & Marta Lee, Darrin & Shea Mendenhall, John & Shana Moore, Jennifer Osman, Andrew & Talita Robinson, Steve & Lori Rossi, Peter & Carolyn Seeley, James & Linda Stone, Michelle Summers, Stacey Swanson, Liz Thompson, Janette

Wageman, Patricia Webb, Todd & Alison

Whitchurch, Thomas & Rebecca

Willoughby, Aniva Winn, Rachel

Wright, Julie